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BOARD OF SELECTMEN  
TOWNSEND TOWN HALL  
272 MAIN STREET  
TOWNSEND, MA 01469

December 22, 2017

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH November 30, 2017

**GENERAL LEGAL SERVICES**

11/01/2017	JBB	PLANNING BOARD/7 TROPHY A VENUE - REVIEW E-MAIL RE: SUBDIVISION REGULATION CONCERNING MODIFICATION OF SUBDIVISION PLANS; TELEPHONE CONFERENCE WITH PLANNING BOARD ASSISTANT RE: BACKGROUND INFORMATION AND RELEVANT LAW.	0.60	96.00
11/01/2017	JBB	BURGESS ROAD - TELEPHONE CONFERENCE WITH PLANNING BOARD ASSISTANT RE: HISTORY OF ROAD DISCONTINUED AS A PUBLIC WAY IN 1890'S AND QUESTIONS RE: PROCESS TO MAKE THE ROAD A PUBLIC WAY AGAIN.	0.60	96.00
11/03/2017	BWR	REVIEW ACTIVE LITIGATION AND DRAFT CORRESPONDENCE TO TREASURER/COLLECTOR RE: NO MATERIAL LITIGATION - BORROWING.	0.50	80.00
11/27/2017	DCJ	TOWN HALL - REVIEW AND RESPOND TO E-MAIL FROM MEMBER BOARD OF SELECTMEN RE: OPEN MEETING LAW QUESTION.	0.10	16.00
11/27/2017	JBB	PLANING BOARD/7 TROPHY A VENUE - REVIEW E-MAILS FROM PLANNING BOARD ASSISTANT AND CHAIRMAN RE: APPLICATION TO CHANGE ACCESS ROAD AND COMPLIANCE WITH SUBDIVISION RULES AND REGULATIONS; REVIEW FILE DOCUMENTS AND REGULATIONS; E-MAIL RESPONSE AND OPTIONS TO PLANNING BOARD CHAIRMAN.	1.50	240.00
SUBTOTAL:			3.30	\$528.00

**GENERAL LABOR SERVICES**

11/07/2017	DCJ	WATER - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: BOARD OF SELECTMEN AGENDA ISSUE.	0.20	32.00
11/17/2017	DCJ	POLICE - REVIEW E-MAIL FROM TOWN CLERK RE: NOTICE OF DISMISSAL OF EQUAL EMPLOYMENT OPPORTUNITY COMMISSION CLAIM.	0.10	16.00
SUBTOTAL:			0.30	\$48.00

**TRUSTEES OF PINE RIDGE CONDO TRUST V. COVIELLO AND TOWNSEND**

11/13/2017	MPM	TELEPHONE CALL WITH A ATTORNEY FOR OWNER OF CONDOMINIUM AND REVIEW OF PROPOSED AGREEMENT FOR JUDGMENT.	0.50	80.00
11/14/2017	MPM	LEGAL REVIEW AND ANALYSIS AND EMAIL TO CONDOMINIUM ASSOCIATION AND OWNER RE. PROPOSED AGREEMENT FOR JUDGMENT.	0.70	112.00
		SUBTOTAL:	1.20	\$192.00

**KING V. TOWN CLERK, ET AL.**

06/06/2017	BWR	REVIEW MOTIONS AND MEMORANDA FILED WITH APPEALS COURT SEEKING STAY OF ORDER OR RECONSIDERATION; DRAFT PRESS RELEASE AND NOTICE TO ABSENTEE VOTERS RE: APPEALS COURT DECISION AND REVISED BALLOTS.	1.80	288.00
11/14/2017	BWR	TELEPHONE CONFERENCE WITH OPPOSING COUNSEL RE: CONTINUING MOTION TO DISMISS IN SUPERIOR COURT UNTIL APPEALS COURT DECISION ISSUES.	0.30	48.00
		SUBTOTAL:	2.10	\$336.00

**BOARD OF HEALTH V. MATTILA**

11/01/2017	DW W	MEET WITH DISTRICT SANITARIAN TO PREPARE FOR HEARING ON TOWN'S PETITION FOR RECEIVER; ATTEND HEARING ON PETITION FOR RECEIVER; MEETING WITH HOUSING SPECIALIST RE: LIST OF POTENTIAL RECEIVERS TO COMPLETE WORK; E-MAIL TO TOWN ADMINISTRATOR RE: STATUS OF LITIGATION.	2.50	400.00
11/02/2017	DW W	TELEPHONE CONFERENCE WITH HOUSING COURT SPECIALIST RE: LIST OF RECEIVER CANDIDATES TO BE CONTACTED FOR REMEDIATION WORK; REVIEW E-MAIL FROM HOUSING SPECIALIST WITH NAMES OF POTENTIAL RECEIVERS; E-MAIL TO DISTRICT SANITARIAN RE: LIST OF RECEIVERS.	0.40	64.00
11/03/2017	DW W	REVIEW AND RESPOND TO E-MAIL FROM DISTRICT SANITARIAN REQUESTING ASSISTANCE CONTACTING POTENTIAL RECEIVERS.	0.10	16.00
11/06/2017	DW W	REVIEW AND RESPOND TO E-MAIL FROM POTENTIAL RECEIVER RE: REVIEW OF WORK AT DEFENDANT'S RESIDENCE.	0.30	48.00
11/07/2017	DW W	REVIEW COURT ORDER ALLOWING REQUEST FOR APPOINTMENT OF RECEIVER; REVIEW AND RESPOND TO E-MAIL FROM POTENTIAL RECEIVER DECLINING TO WORK ON PROJECT; E-MAIL TO DISTRICT SANITARIAN RE: STATUS OF PROCURING SERVICES OF RECEIVER; E-MAIL TO HOUSING SPECIALIST SEEKING ADDITIONAL CANDIDATES FOR RECEIVERSHIP; REVIEW E-MAIL FROM HOUSING COURT SPECIALIST RE: SUBMISSION OF ADDITIONAL CANDIDATES FOR RECEIVERSHIP.	0.40	64.00
11/13/2017	DW W	REVIEW E-MAIL FROM HOUSING COURT SPECIALIST RE: ADDITIONAL CANDIDATES FOR RECEIVERSHIP; E-MAIL TO RECEIVERSHIP CANDIDATE RE: A VAILABILITY TO BEGIN REMEDIATION; TELEPHONE CONFERENCE WITH POTENTIAL RECEIVER RE: A VAILABILITY FOR REMEDIATION WORK; E-MAIL TO HOUSING COURT SPECIALIST RE: REQUEST FOR ADDITIONAL CANDIDATES.	0.70	112.00
		SUBTOTAL:	4.40	\$704.00

## BOARD OF HEALTH V. LAMBERT

11/01/2017	DW W	MEET WITH DISTRICT SANITARIAN TO PREPARE FOR HEARING ON TOWN'S PETITION FOR RECEIVER; ATTEND HEARING ON PETITION FOR RECEIVER; MEETING WITH HOUSING SPECIALIST RE: LIST OF POTENTIAL RECEIVERS TO COMPLETE WORK; E-MAIL TO TOWN ADMINISTRATOR RE: STATUS OF LITIGATION; E-MAIL TO ATTORNEY FOR CONDOMINIUM ASSOCIATION RE: APPROVAL OF PETITION FOR RECEIVER.	2.60	416.00
11/02/2017	DW W	REVIEW AND RESPOND TO E-MAILS FROM ATTORNEY REPRESENTING CONDOMINIUM ASSOCIATION RE: APPOINTMENT OF RECEIVER AND FAILURE OF DEFENDANT TO PAY MONTHLY FEES.	0.20	32.00
11/07/2017	DW W	REVIEW COURT ORDER ALLOWING TOWN'S REQUEST FOR APPOINTMENT OF RECEIVER; E-MAIL TO CANDIDATE FOR POTENTIAL WORK UNDER COURT-APPROVED RECEIVERSHIP; REVIEW AND RESPOND TO ATTORNEY REPRESENTING CONDOMINIUM ASSOCIATION RE: STATUS OF APPOINTMENT OF RECEIVER.	0.30	48.00
11/09/2017	DW W	TELEPHONE CONFERENCE WITH RECEIVER CANDIDATE RE: CONDITION OF PROPERTY AND REQUEST TO PERFORM INSPECTION; E-MAIL TO RECEIVER CANDIDATE ATTACHING BOARD OF HEALTH INSPECTION REPORT; E-MAIL TO DEFENDANT'S POWER OF ATTORNEY REQUESTING ACCESS TO THE DWELLING; E-MAIL TO CONDOMINIUM ASSOCIATION'S ATTORNEY RE: INSPECTION OF PROPERTY BY RECEIVER CANDIDATE; REVIEW AND RESPOND TO E-MAIL FROM CONDOMINIUM ASSOCIATION'S ATTORNEY RE: ACCESS TO DEFENDANT'S DWELLING; E-MAIL TO RECEIVER CONFIRMING INSPECTION; TELEPHONE CONFERENCE WITH RECEIVER RE: OUTSTANDING LIENS ON PROPERTY; REVIEW MASTER DEED TO DETERMINE SIZE OF DWELLING.	1.30	208.00
11/10/2017	DW W	REVIEW AND RESPOND TO E-MAIL FROM DEFENDANT'S POWER OF ATTORNEY RE: ACCESS TO DWELLING; E-MAIL TO RECEIVER CONFIRMING APPOINTMENT FOR INSPECTION AND STATUS OF LIENS ON DEFENDANT'S PROPERTY.	0.20	32.00
11/10/2017	DW W	REVIEW E-MAIL FROM RECEIVER CONFIRMING INSPECTION OF DEFENDANT'S DWELLING; REVIEW AND RESPOND TO E-MAIL FROM DEFENDANT'S ATTORNEY RE: POTENTIAL LIENS ON PROPERTY; E-MAIL TO RECEIVER RE: POSSIBILITY OF LIENS ON DEFENDANT'S PROPERTY.	0.20	32.00
11/13/2017	DW W	E-MAIL TO RECEIVER TO CONFIRM HE WILL PERFORM REMEDIATION; REVIEW AND RESPOND TO E-MAIL FROM RECEIVER CONFIRMING HE WILL UNDERTAKE REMEDIATION AND REQUESTING ADDITIONAL INFORMATION; E-MAIL TO ATTORNEY OF CONDOMINIUM ASSOCIATION CONFIRMING RECEIVER WILL UNDERTAKE REMEDIATION.	0.40	64.00
11/14/2017	DW W	REVIEW AND RESPOND TO E-MAIL FROM CONDOMINIUM ASSOCIATION RE: PAYMENT OF FEES BY RECEIVER; REVIEW E-MAIL FROM DISTRICT SANITARIAN RE: SANITARY CODE VIOLATIONS; E-MAIL TO RECEIVER TO DETERMINE WHETHER COURT APPROVED BUDGET WILL INCLUDE PAYMENT OF MONTHLY HOMEOWNER'S ASSOCIATION FEES.	0.30	48.00
11/22/2017	DW W	TELEPHONE CONFERENCE WITH RECEIVER RE: RETAINING ATTORNEY TO ASSIST WITH RECEIVERSHIP; E-MAIL TO DISTRICT	0.20	32.00

SANITARIAN RE: STATUS OF RECEIVERSHIP.				
11/27/2017	DWW	REVIEW E-MAIL FROM DISTRICT SANITARIAN RE: STATUS OF APPOINTMENT OF RECEIVER.	0.10	16.00
11/29/2017	DWW	REVIEW AND RESPOND TO RECEIVER'S ATTORNEY RE: REQUEST FOR INFORMATION IN PREPARATION FOR ESTABLISHING BUDGET.	0.20	32.00
SUBTOTAL:			6.00	\$960.00

**WATER DEPT./DECLARATION**

11/01/2017	DCJ	REVIEW LETTER FROM OPPOSING COUNSEL WITH MOTION TO AMEND COMPLAINT AND AMENDED COMPLAINT; FORWARD TO TOWN ADMINISTRATOR.	0.30	48.00
11/02/2017	DCJ	REVIEW AND EDIT DEPOSITION SUMMARY. SEND TRANSCRIPT OF WITNESS DEPOSITION.	0.30	48.00
11/06/2017	DCJ	DRAFT E-MAIL TO TOWN ADMINISTRATOR RE: STATUS OF LITIGATION.	0.20	32.00
11/21/2017	DCJ	REVIEW LETTER FROM OPPOSING COUNSEL TO COURT RE: AMENDED COMPLAINT.	0.10	16.00
11/28/2017	DCJ	REVIEW E-MAIL FROM OPPOSING COUNSEL WITH SIGNED DEPOSITION.	0.10	16.00
11/29/2017	DCJ	REVIEW LETTER FROM OPPOSING COUNSEL WITH ENCLOSED SUMMARY JUDGMENT; REVIEW MOTION, FORWARD TO TOWN ADMINISTRATOR.	0.60	96.00
11/30/2017	DCJ	REVIEW FILE RE: RECEPTION OF AFSCME FOR WATER EMPLOYEES; ANALYZE PLEADINGS; REVIEW CHARTER AND PERSONNEL POLICIES, START PREPARATION OF OPPOSITION TO SUMMARY JUDGMENT.	1.00	160.00
SUBTOTAL:			2.60	\$416.00

**ANNUAL TOWN MEETING**

11/13/2017	BWR	REVIEW AND REVISE PROPOSED BYLAWS FOR SPECIAL TOWN MEETING RE: SOLID WASTE COLLECTION/RECYCLING AND RECREATIONAL MARIJUANA MORATORIUM.	1.90	304.00
11/14/2017	BWR	REVISE SPECIAL TOWN MEETING ARTICLE RE: RECYCLING BYLAW; DRAFT CORRESPONDENCE TO TOWN ADMINISTRATOR RE: SAME.	0.60	96.00
11/14/2017	DCJ	REVIEW WARRANT ARTICLES; DRAFT E-MAIL TO TOWN ADMINISTRATOR.	0.40	64.00
11/17/2017	DCJ	REVIEW LETTER FROM ATTORNEY GENERAL RE: APPROVAL OF ZONING BYLAWS; FORWARD TO TOWN ADMINISTRATOR.	0.20	32.00
11/21/2017	DCJ	EXCHANGE E-MAILS WITH TOWN ADMINISTRATOR RE: PREPARATION FOR SPECIAL TOWN MEETING.	0.10	16.00
11/27/2017	BWR	REVIEW SPECIAL TOWN MEETING MOTIONS; DRAFT CORRESPONDENCE TO TOWN ADMINISTRATOR APPROVING MOTIONS.	0.80	128.00
SUBTOTAL:			4.00	\$640.00

TOTAL FEES:

23.90

3,824.00

ACCUMULATED DISBURSEMENTS AT COST; DEPOSITION FEE,  
REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE,  
TOLL CALLS AND ON-LINE RESEARCH

TOTAL COSTS:

\$286.76

TOTAL DUE:

\$4,110.76